

**PCPN# FY04-06 October 23, 2003 Accountable Official Sample Letter**

Note: Level 3 APCs - IT IS YOUR RESPONSIBILITY TO GIVE THIS NOTICE WIDEST DISSEMINATION TO PROGRAM PARTICIPANTS TO INCLUDE APCs, AOs, and CHs IN YOUR HIERARCHY.

Per the DON EBUSOPSOFFINST 4200.1A, an AO is required to issue a letter to the CH designating them as an accountable official. Please find attached a sample letter for use as the designation letter.

This letter will also be posted to our website under "What's New". The letter will be incorporated into the deskguide with the next training block upgrade.

For a copy of the sample letter, please see PCPN\_FY04\_06\_Attach\_Sample\_Ltr.

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